



Manager's Report

For Council Meeting 3/13/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Athletic House	16 W Market St	Retail – Sporting Goods
Black Dog Antiques	7 S King St	Retail - Antiques
Butler, Elizabeth C	18 Linden Hill Way SW	Retail – Internet Sales
Culbert & O’Hara PLC	30-C Catoctin Cr SE	Law Firm
Cynthia’s Day Care	518 Crestwood St NE	Day Care
Details	506 Brindley Pl SW	Interior Decorating
Digital Security Inc	204 S King St	Sell & Install Alarm Systems
Estee Lauder Services	241 Ft Evans Rd NE #825	Retail – Cosmetics
Grauerholz MD, John	624 York Lane SE	Consultant/Freelance Writer
Happy Hounds Dog Walking Svc	312 Nansemond St SE	Dog Walking Service
It’s My Party	303 Edwards Ferry Rd NE	Party Business
J C C Financial Corp	607 Kristin Ct SE	Consulting
J F X Software Inc	751 Miller Dr #e-3	Software Development
Laurel Brigade Inn (new owner)	20 W Market St	Inn & Restaurant
Little Blessings Day Care	526 Peppermill Ter NE	Home Day Care
Magnolia Scents	1210 Cannon Ct	Retail – Soap Products
Martinez, Ruben Medina	109 Mayfair Dr NE	Painting Contractor
National Book Warehouse	241 Ft Evans Rd NE	Retail – Bookseller
Net One Group Inc	5 Wirt St SW	Consulting
Network Services Group LLC	8-C South St SW	Computer Services
Prosperity Cleaners (new owner)	707-H E Market St	Dry Cleaning
Pyramid Construction Corp	1303 Hawling Pl SW	Renovation Contractor
Rep Con LLC	1203 Periwinkle Way SW	Consulting
Ritz Photo	Ft Evans Rd NE	Retail – Cameras
Schrade LCSW, Sally S	7-B Loudoun St SW	Therapist
Shavin, Nancy	131 Stratford Pl SW	Music Teacher
Sleep Barn	250 Ft Evans Rd NE	Retail - Bedding
Toth & Associates	608 S King St	Investment Brokerage
Toth Financial Advisory Corp	608 S King St	Portfolio Manager
Walsh, Colucci, Stackhouse,...	1 E. Market St	Law Firm

PERSONNEL

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Carlton Barrett	Maintenance Worker II	Utility Lines

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Tracy Marshall	Maintenance Worker I	Streets

PLANNING AND ZONING**Current Planning Division Activity****Plans accepted for review during the period February 20, 2001- March 6, 2001**

- Kincaid Forest Lots 444 & 445
- Edwards Landing Section 1
- Leesburg Plaza Shopping Center
- Subdivision and Land Development Regulations Rewrite
- Potomac Station section 10 Construction Drawings
- Ordinance Amendment Definition of Subdivision
- Hampton Inn P/F Development Plan (Pending Acceptance)

Plans reviewed during the period February 7, 2001 – March 6, 2001

- Airport Commerce Park Sycolin Road Bid Package
- Review Fee Analysis
- Exeter Hills Section 6b
- Potomac Crossing Battlefield Parkway Phase III
- Courts Parking Lot
- Strafford Lake and Trial
- Simpson Middle School Building Addition
- Kincaid Forest Lots 444 & 445
- Bradfield Drive connection
- Edwards Landing Woods Drive
- Sycolin Road Improvements
- Potomac Station Section 9b
- Grenata Subdivision Preliminary Plat
- Potomac Crossing Section 2E
- Stratford West Sanitary sewer Outfall

ZONING PERMITS ISSUED 01-121 TO 01-254**New Construction Residential**

Stratford -3 SFD @ \$90,000

Tavistock- 1 SFD @ \$105,000

Potomac Station - 13 SFD @ \$105,000

Woodlea Manor- 2 SFD @ \$100,000

Sycamore Hill- 5 SFA @ \$145,000

2 SFA @ \$155,000

New Construction Commercial

950 Edwards Ferry Road – Interior alterations for Walmart Stores, Inc. @ \$150,000

Occupancy Permits Residential

Stratford – 8 SFA

1 SFD

Sycamore Hill – 6 SFA

Kincaid Forest – 1 SFD

Greenway Farms- 2 SFD

Tavistock Farms- 1 SFD

Potomac Station- 4 SFD

Drymill- 2 SFD

Woodlea Manor- 2 SFD

Occupancy Permits Commercial

230 Fort Evans Road, NE Suite D Ft. Evans Plaza Matthew Potter-Dentist

241 Fort Evans Road, NE Leesburg Corner Premium Outlet

53-B Catoctin Circle, NE General Nutrition Corp.

707–H East Market Street Prosperity Cleaners

UTILITIES**Water & Sewer Administration****Training**

Louis Jarvis attended a two-day seminar in Charlottesville, VA on Industrial Waste and Pretreatment.

Water Supply Division**Capital Projects Update**

Water Treatment Plant Upgrade to 10 MGD

The contractor is performing the following major operations:

- Conducting H-VAC, plumbing, electrical and mechanical operations at the Filter Building.
- Painting and special coating applications are in progress.
- Equipment start-up continues.
- Forming and placing concrete for sidewalk and other miscellaneous locations.

WTP Expansion Project Status

Dollar value complete 83% Time elapsed 111%.

The contractor continues to be approximately 90+/- days behind schedule.

Project substantial completion date was December 28, 2000. No time extension has been agreed upon, therefore, liquidated damages are being withheld at a rate of \$1,000.00 per day.

Hospital Tank Pumping Station

The Hospital Tank Pumping Station was placed in service March 7th, thereby providing an additional 1.4 MG of water storage to our system. Substantial completion was awarded the contractor this date, suspending the collection of liquidated damages. The contractor anticipated final completion of the project by the scheduled completion date of March 26th, 2001.

Water Pollution Control Division**Capital Projects****Biological Nutrient Removal Upgrade (BNR)**

- Construction value is 82% complete, construction cost to date is \$4,600,680.
- BNR Bioreactors C & D were put in service the week of March 5, 2001 and nitrogen being discharged to the Potomac River and Chesapeake Bay has been significantly reduced.
- Grant Funds received to date: \$5,151,668.

Biosolids Management Upgrade (BMU)

- Construction value is 44% complete. Construction cost to date is \$4,110,064.
- Construction is on schedule to meet the revised completion date of September 14, 2001. Loan funds received to date: \$7,127,447.

Utility Lines Division**Training:**

Held safety training sessions on Line Locating and the use of the Metro-Tech Locating Equipment.

PERSONNEL VACANCIES

TOWN OF LEESBURG
Positions being Recruited as of March 7, 2001

Department	Position Title	Date of Vacancy	Ad Placed	Apps Received	Prelim Interview	Final Interview	Offered	Rejected	Accepted
Executive	1 Management Intern	7/1/01	✓	✓	✓				
Police	1 Officer Eligibility List	1/24/01	✓	✓					
	1 Comm Tech Eligibility List	1/24/01	✓	✓					
Eng & PW	1 Construction Inspector	1/8/01	✓	✓	✓	✓			
	1 Asst Bldgs Supt	1/24/01	✓	✓					
	1 Engineer I - Spec Proj	1/24/01	✓	✓					
	1 Engineer I - Traffic	1/24/01	✓	✓					
	1 Construction Inspector	2/9/01	✓	✓	✓	✓			
	1 Maintenance Worker I	2/28/01	✓	✓					
Parks and Rec	2 Custodian	1/24/01	✓	✓					
	2 Groundskeeper	1/24/01	✓	✓					
Planning & Zoning	1 Zoning Inspector	1/24/01	✓	✓					
Utility Lines	1 Construction Inspector	1/24/01	✓	✓					
Airport	1 Director	1/10/01	✓	✓					
	1 Administrative Secretary	4/1/01	✓	✓	✓	✓			
	1 Airfield Maint. Technician	2/16/01	✓	✓	✓	✓			
GRAND TOTAL		18							

R. S. Noe